



## **Staff Report**

---

### **TWIN PINES FENCE SIGN POLICY**

Honorable Chair and Commissioners:

#### **Summary**

In February of 2007, the City Council adopted a sign policy and guidelines for the Civic Center and Twin Pines Park. In February of 2008, the Twin Pines Fence Replacement Project was completed and subsequently questions were raised over the placement of signs on the new fence. Further, similar concerns were brought up during the planning and approval of the project by the Parks and Recreation Commission, Planning Commission and members of the City Council. During that process it was recommended that the sign policy be re-visited once the fence was designed and constructed.

#### **Background**

The Parks and Recreation Departments current policy has been suspended during the construction of the new fence. However, banners can still be displayed on the poles provided and the reader board has also remained available.

The intent of the current policy is to:

- Provide the community with a space on the Twin Pines fence to announce special events, meetings, or information of community-wide interest.

General Provisions of the Sign Policy are:

1. All sign posting shall be limited to the three 6' sections and three 4' sections of fence opposite the South Road intersection.
2. No sign shall be larger than sixteen (16) square feet.
3. Posting shall be limited to one sign per individual event.
4. All signs shall first be approved for posting by the Parks and Recreation Department.
5. Signs announcing events such as garage sales, open house, or activities evaluated to be of less than community-wide interest will not be permitted to be posted.
6. Whenever possible, all messages shall first be scheduled for posting on the Twin Pines Reader Board.
7. Maximum posting for any sign shall be fourteen (14) days.

Attachment A is the current policy adopted by the City Council in February 2007.

**Discussion**

The policy before you was adopted to establish guidelines that avoid over saturation of signs in one area, provide framework to establish consistency and to improve the quality of signage in and around the Civic Center and Twin Pines Park.

The Commission should discuss and make recommendations regarding the sign policy if the Commission finds the sign policy is inappropriate or inadequate with the newly constructed replacement fence.

**Public Contact**

Posting of Parks and Recreation Commission Meeting Agenda

**Recommendation**

Staff is recommending that the Commission review the current policy and make recommendations of any modifications to the policy for City Council consideration. Staff is recommending the suspension of posting signs to the Twin Pines Fence until the evaluation process is complete.

**Alternatives**

1. Take no action
2. Make other recommendation
3. Refer back to staff for more information

**Attachments**

- A. Sign Policy adopted by Council February ,2007
- B. Municipal Code Article VI

Respectfully submitted,

---

Daniel Ourtiague  
Interim Co-Director Parks and Recreation Department

**Staff Contact:**

Daniel Ourtiague  
(650) 595-7441  
dourtiague@belmont.gov

